

Nursing Student Absence Policy
Clinical and Lab Courses
(Health, Bereavement, Extenuating Circumstances)

The Faculty of Nursing recognizes that students may experience health and/or personal difficulties that lead them to access this policy. Nursing is a demanding practice, and the health and safety of patients/clients is of highest priority. The wellbeing/safety of our students is also important.

Clinical Courses

Clinical experiences provide hands-on opportunities to develop and demonstrate professional practice, knowledge-based practice, safety, and continuing competence with real patients/clients and health care providers. It is therefore ***expected that all required clinical hours are completed***. Please be clear that we do not ALLOW missed days. We do understand that occasionally students get sick or have unforeseen circumstances, and we do not want them to miss an entire year due to something that is out of their control.

In the event of absence, the following policy and practices apply to missed ***clinical*** hours:

1. If unable to report to clinical as scheduled, students must notify the responsible person or charge nurse at the unit or agency they are assigned to ***and*** the clinical instructor/faculty advisor prior to the commencement of the clinical day/shift. Fourth year students must also notify their preceptor.
2. If absent from clinical, the student will complete and submit a ***[Clinical and Lab Absence Form](#)***. The form must be completed and submitted on the date of absence from clinical unless the situation surrounding the clinical absence precludes completing the form on the same day. ***Supporting evidence is required to validate absences from clinical*** (e.g., ***[Student Medical Certificate](#)***, official letter from funeral home). These must be submitted to the clinical instructor/faculty advisor and the Clinical Placement Secretary (Susan Rotondi-Moore; srotond@uwindsor.ca) within one week of the last missed day. While the initial documentation (e.g., medical certificate, letter from funeral home) may be provided by email, ***the original document(s) must be provided to Susan Rotondi-Moore located in the Toldo Health Education Building Room 201C within one week of the last missed day***.
3. Completion of an alternative learning activity will be required to demonstrate continuing skill competency. The time spent completing the activity will not be counted toward the student's clinical hours. The activity may be an on-site or off-site learning experience, or other activity deemed appropriate. Students may be responsible for any costs associated with the learning activity.

4. For situations where consideration is being given to a student leaving the clinical setting **during a clinical day:**
 - a. If illness related, the clinical instructor/preceptor will evaluate the student's health. The student may be sent home and/or referred to their health care practitioner depending upon the signs/symptoms of the illness. The student is required to complete and submit a **Clinical and Lab Absence Form**, but completion of the *Student Medical Certificate* will not be required unless the absence extends beyond one clinical day. Only the hours spent in the clinical setting (before leaving the setting) will count toward the student's clinical hours.
 - b. In the case of an extenuating circumstance, the student will meet with the clinical instructor/faculty advisor to discuss the situation. If the student makes a decision to leave the clinical setting, they will complete and submit a **Clinical and Lab Absence Form with supporting evidence** to validate the extenuating circumstance. Only the hours spent in the clinical setting (before leaving the setting) will count toward the student's clinical hours.
5. Students who anticipate a situation that may prompt a future absence should discuss the situation with the Clinical Learning Specialist who can provide guidance.

A student may not miss more than 20% of the required hours in a clinical course. Time spent completing alternative learning activities will not be counted toward the student's clinical hours. A student who misses more than 20% of the required hours will be required to withdraw from the course without academic penalty if they are otherwise in good standing in the course.

Experiential Lab Courses

Attendance at **Experiential Learning Labs** is mandatory. The following policy and practices apply to missed Experiential Learning Lab (ELL) hours:

1. If unable to report to an ELL as scheduled, students must notify their lab instructor **and** Course Lead for Experiential Learning Labs prior to the start of the lab.
2. The student will complete and submit a **Clinical and Lab Absence Form**. The form must be completed and submitted on the date of absence unless the situation surrounding the clinical absence precludes completing the submission process on the same day. **Supporting evidence is required to validate absences from experiential lab** (e.g., **Student Medical Certificate**, official letter from funeral home) will be submitted to the Course Lead for Experiential Learning Labs and the Clinical Placement Secretary (Susan Rotondi-Moore; srotond@uwindsor.ca) While the initial copies of the required documentation may be provided by email, **the original document(s) must be provided to Course Lead for Experiential Learning Lab upon the student's return to lab.**

3. Completion of an alternative learning activity will be required to demonstrate continuing skill competency. Please reference the course syllabus and follow the Missed Lab policy.

If a student misses 2 experiential learning labs, they are required to meet with the Course Lead for Experiential Learning Labs to discuss a remediation plan. Students may not miss more than 20% of the required hours in an experiential learning lab course. **Time spent completing alternative learning activities will not be counted toward the student's lab hours.** A student who misses more than 20% of the required hours will be required to withdraw from the course without academic penalty if they are otherwise in good standing in the course.

Health and wellness support resources can be found at:
<http://www.uwindsor.ca/156/lots-student-support-services>

Relevant Documents

[Clinical and Lab Absence Form](#)
[Student Medical Certificate](#)